

St. Charles Parish
Department of Planning and Zoning
P.O. Box 302/14996 River Road • Hahnville, Louisiana 7005
(985) 783-5060 • (985) 783-5000 • Fax (985) 783-6447

PERMIT APPLICATION
COMMERCIAL/INDUSTRIAL

rev #1 2/2013

(OFFICE SECTION)

PERMIT # _____	ZONING DISTRICT _____	DATE REQUESTED _____
RECIPT # _____	COUNCIL DISTRICT _____	# PARKING REQUIRED _____
FLOOD ZONE _____	BFE _____	ABFE _____
SEWER PERMIT#: _____	WATER PERMIT#: _____	
PROPERTY ID # _____	CULVERT PERMIT #: _____	

CONSTRUCTION ADDRESS: _____

APPLICANT: _____ PHONE # _____

MAILING ADDRESS: _____ E-MAIL _____

PROPERTY OWNER(S): _____ PHONE #: _____

MAILING ADDRESS: _____ E-MAIL _____

CONTRACTOR: _____ LIC. # _____ PH. # _____ E-MAIL _____

ELEC. SUB-CON: _____ LIC. # _____

PLUMBING SUB-CON: _____ LIC. # _____

HVAC SUB-CON: _____ LIC. # _____

(licensed subcontractors required for projects exceeding \$10,000. This includes material & labor)

SUBDIVISION: _____ LOT #: _____ SQUARE/BLOCK#: _____

PROPERTY AREA (SQ FT.): _____ CORNER LOT? _____ YES _____ NO

BUILDING DIMENSIONS: _____ BUILDING STORIES: _____

INTERIOR AREA: _____ ACCESSORY AREA: _____ TOTAL AREA: _____

BUILDING USE: _____

ANY OTHER STRUCTURES ON PREMISES? _____

IF YES, ARE THEY TO BE DEMOLISHED PRIOR TO CONSTRUCTION? _____

AMOUNT OF CONSTRUCTION CONTRACT _____

CHECKLIST FOR OBTAINING PERMIT:

- _____ 1. Completed application signed and dated by current property owner.
- _____ 2. Copy of deed to the property.
- _____ 3. Survey and grade certificate of property dated and signed by a licensed land surveyor.
- _____ 4. Two (2) complete set of Building and Civil Construction plans including a site plan showing all dimensions, building setbacks, required parking, loading, and landscaping, fencing, and buffer elements. Plan must be approved by P/Z Development Review Planner.
- _____ 5. One digital (.pdf) copy of the complete Building and Civil Construction stamped plans
- _____ 6. Drainage plan and calculations stamped by a Louisiana licensed engineer.
- _____ 7. State Fire Marshall review letter--- 504-568-8506 (Life Safety)
- _____ 8. Health Department approval. 985-764-4376.
- _____ 9. Copy of driveway permit, if required. DOTD (504-437-3100) for state highways and/or (985-783-5102) for Parish streets
- _____ 10. Copy of water permit.
- _____ 11. Copy of sewer permit. *see Sewer Calculation fee on page 3*
- _____ 12. Contract for construction debris removal.
- _____ 13. Contract from a Portable Sanitary Facility Vendor.
- _____ 14. Copy of Construction Contract (to determine fees)
- _____ 15. Approval Letter from Levee District for all projects located within 1500 feet of the base of the levee (East Bank call 225-869-9721, West Bank call 225-265-7545)
- _____ 16. Permit and inspection fees paid in full. Permit fees are non-refundable. Plan review and inspection may be partially refundable on a pro-rata basis.

CHECKLIST FOR OBTAINING THE FINAL CERTIFICATE OF ZONING COMPLIANCE:

- _____ 1. Final as-built survey, including Final Elevation Certificate.
- _____ 2. State Fire Marshall and/or other State or Federal agency approval (written)
- _____ 3. Sewer Department and/or Health Unit approval (written).
- _____ 4. Building Code Certificate of Compliance (after the final inspection)
- _____ 5. Drainage, parking and landscaping approval.

COMMERCIAL/INDUSTRIAL CONSTRUCTION- PERMITTING PROCESS (SUMMARY)

- A Pre-Application meeting is scheduled by P&Z Planner with project owner, Public Works, Water Works, Waste Water, Building Official and any other dept. deemed necessary to discuss the proposal, requirements and fees
- Site Meeting with applicant and Parish Officials to field review the proposal. Call Lee Zeringue of Public Works at 985-783-5102 or 985-331-4477.
- Complete application with all required documentation must be submitted and fees paid for by check or money order.
- The application and building plans will be sent to the Building Official for review and approval according to the International Building Code (as amended)
- The Drainage Plan will be reviewed and approved by the Dept. of Public Works.
- Dept. of Public Works will calculate any Sewer Development fees which must be collected prior to issuance of a permit.
- A Department Planner shall review the proposal for compliance with Parish Zoning Regulations.
- Planning Department will contact the applicant when the permit is approved.
- The applicant shall sign the Construction Permit which will be issued by Planning Department with a copy of the approved Construction Plan Review, notations and a Construction Placard.
- Applicant shall **post the Construction Placard** where it is visible from the street.
- After obtaining permit the Applicant can proceed with placing the temp. power pole and **call South Central Planning & Development Commission at 985-655-1070** for the inspection and release of power
- Applicant shall submit a **Grade Certificate and Form Survey** to the Planning Dept. for approval of the form height and location. If the structure does not meet the elevation and/or setback requirements, a **Cease and Desist Order** will be issued until the proposed structure is brought into compliance.
- Once forms are approved, **call SCPDC at 985-655-1070** for **Pre-Pour Inspection and all subsequent required inspections**
- A Certificate of Occupancy will be issued by the Planning Dept. upon completion of the project with submittal of all required documents (Final As-built Survey, Final Elevation Certificate, Fire Marshal, Health Dept, Sewer, Drainage, ect.) final inspection by South Central Planning & Development Commission and approval of the Parking and Landscaping by P&Z
- The Sales Tax ID # from the SCP School Board (985-785-6289) can now be acquired
- The Occupational License can be issued by the SCP Sheriff's Office Sales Tax Division (985-783-6237)
- Occupancy of the structure cannot occur prior to the above requirements being satisfied.
- Should you fail to arrange for final clearance from the Planning Dept., you will be subject to penalties specified in the St. Charles Parish Code of Ordinances

YOU ARE HEREBY INFORMED OF THE FOLLOWING CONSTRUCTION RELATED REGULATIONS:

- DRAINAGE DITCH BLOCKAGE (PARISH LAW): Under Section 7-1 of the parish Code, it is illegal, “for any person to allow any dirt, sand, concrete, lumber, etc., to be placed or top be allowed to be placed so as to slip, fall, or run into any drainage ditches and canals under the jurisdiction of the Parish Council.” Penalties are provided for violation of this law under Code Section 13-9.
- FLOODING OF NEIGHBORING PROPERTIES (DUE TO IMPROPER CONSTRUCTION PRACTICES): The Louisiana State Civil Code specifically prohibits any alteration of the natural watercourse over any properties, which would cause substantial damage to neighboring properties. Offending property owners would be liable for such actions within the state civil court system.

APPLICANT SIGNATURE: _____ (DATE) _____

OWNER SIGNATURE: _____ (DATE) _____

FEE PAID: _____ (DATE) _____

PERMIT SECTION SIGNATURE: _____ (DATE) _____

PERMIT FEES		
New Commercial	\$0.60/\$1000 Value--\$600 min.	\$2.40/\$1000 Value--\$200 Min. (25)
New Institutional	\$0.60/\$1000 Value--\$600 min.	\$2.40/\$1000 Value--\$200 Min. (25)
Commercial Renovation	\$0.60/\$1000 Value-- \$200 min.	\$2.40/\$1000 Value--\$200 Min. (25)
Institutional Renovation	\$0.60/\$1000 Value-- \$200 min.	\$2.40/\$1000 Value--\$200 Min. (25)
Commercial Storage	\$0.60/\$1000 Value-- \$200 min.	\$2.40/\$1000 Value--\$200 Min. (25)
Commercial Parking	\$100	\$0.80/500 SF (2)
Additional Inspections	n/a	\$60 (1)

Requirements for Drainage Approval and Sewer Development Connection Fees for Commercial Developments

Commercial Developments shall be required to submit the following information:

- Name, phone number and fax number of person to contact for questions.
- Location of new development (A vicinity map, address, nearby streets, etc.)
- A drainage plan and/or topographic survey. ALL drainage plans MUST be designed and stamped by a Louisiana Licensed Engineer.
- Floor Plan.
- Size of water meter (this is needed for the base coat for sewer connection)._____
- Sewer Plans.
- Plans for handling wastewater (whether they will tie into existing lines, use a MODAD, etc.)
- Information specific to the type of development for the sewer connection fee.

Some of the most common area as follows:

_____ **Office buildings:** Number of employees per 8 hr shift

_____ **Retail Stores:** Square footage of floor space.

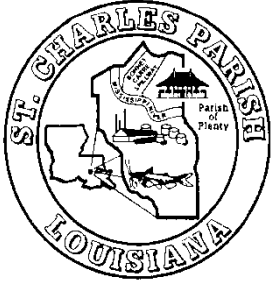
_____ **Residential:** Number of apartments

For other types of developments see Ordinance 91-6-15 Section 22-107 in the St. Charles Parish Code.

The above requirements shall help ensure the prompt and immediate evaluation for drainage and the proper calculation of the sewer development connection fee.

The Department of Planning and Zoning will forward this information to the Department of Public Works for review.

Should you or any developers have any questions or comments, please do not hesitate to call the Public Works Department at (504) 783-5102.



St. Charles Parish Department of Planning & Zoning

P.O. Box 302
Hahnville, LA 70057
(985)-783-5060
Fax (985)-783-6447

V.J. ST. PIERRE, JR.
Parish President

KIM MAROUSEK
Director

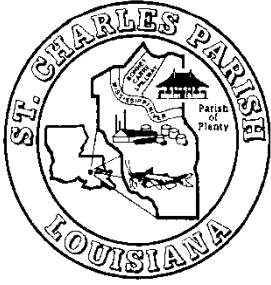
This is to certify that I will be responsible for hauling away the construction debris at _____, the property of _____.

I will haul the trash away to be disposed of at _____
_____.

I agree that I am solely and wholly responsible for compliance with St. Charles Parish ordinance number 00-1-6 during the construction period at this address as permitted by your departments.

APPLICANT SIGNATURE

DATE



St. Charles Parish Department of Planning & Zoning

P.O. Box 302
Hahnville, LA 70057
(985)-783-5060
Fax (985)-783-6447

V.J. ST. PIERRE
Parish President

KIM MAROUSEK
Director

FLOOD ELEVATION ACKNOWLEDGEMENT

I, the undersigned, do hereby acknowledge that I have been advised that my proposed structure is located in s Special Flood Hazard Area, as determined by FEMA. I have been advised of the required minimum elevation of this (these) structure(s), as determined on the Flood Insurance Rate Map (FIRM). I further understand that **ALL STRUCTURES, RESIDENTIAL AND NON-RESIDENTIAL (INCLUDING GARAGES), MUST BE CONSTRUCTED AT OR ABOVE THE REQUIRED BASE FLOOD ELEVATION. THIS INCLUDED BUT IS NOT LIMITED TO, ATTACHED AND DETACHED STRUCTURED, AIR CONDITIONING UNITS, WATER HEATERS, WASHING MACHINES AND DRYERS. EACH STRUCTURE MUST HAVE ITS OWN ELEVATION CERTIFICATE.**

In cases where an accessory structure (attached or detached) can not comply with the flood elevation requirement, that portion below must be constructed in accordance with **FEMA TECHNICAL BULLETINS 1-93, 2-93, or 3-93**. These bulletins govern the flood proofing and structural requirements, as mandated by FEMA, for structures built below the base flood elevation and are available from St. Charles Parish Department of Planning and Zoning.

Preliminary Certificate of Zoning Compliance will not be issued until all provisions of the aforementioned FEMA regulations are met.

In order to insure that all Floodplain Regulations are enforced I understand that I must provide a forms survey and an elevation **BEFORE** I pour concrete or proceed with construction of ANY portion of this structure. **FAILURE TO SUBMIT REQUIRED INFORMATION BEFORE POURING CONCRETE WILL RESULT IN A CEASE AND DESIST ORDER PLACED AGAINST FURTHER CONSTRUCTION ACTIVITY UNTIL INFORMATION IS SUBMITTED TO THIS DEPARTMENT.**

APPLICANT NAME (PRINT)

APPLICANT SIGNATURE (SIGN) & DATE

ST. CHARLES PARISH OFFICIAL

PERMIT #

CONTACTS FOR COMMERCIAL DEVELOPMENT PROJECT

Project: _____

NAME

NUMBER

Project Coordinator: _____

Property Owner: _____

Business Owner: _____

Surveyor: _____

Engineer/Architect: _____

Contractor: _____

Sign Applicant: _____

Alc Beverage Applicant: _____

Landscaper: _____

Others: _____



**St. Charles Parish
Department of Planning and Zoning**

**APPLICATION FOR PERMIT TO DISPENSE
ALCHOLIC BEVERAGES**

Date _____

I _____ hereby apply for a permit to dispense alcoholic
beverages at the below listed location:

MUNICIPAL ADDRESS: _____

SQUARE #: _____

LOT #: _____

(Signature of Applicant)

DBA: _____

**CERTIFICATION BY REGISTERED
SURVEYOR OR ENGINEER**

Date _____

I hereby certify that all provisions of Chapter 3, Article I, Section 3-1 (copy attached) are complied with, as regards to distances from
public playgrounds, churches, synagogues, public libraries and schools. Additionally the surveyor will provide a drawing illustrating
the measurement and path of measurement.

(Signature)

Chapter 3

ALCOHOLIC BEVERAGES*

Art. I. In General, §§ 3-1 – 3-12

Art. II. License, §§ 3-13 – 3-28

Art. III. Certificate of Qualification to Dispense Alcoholic Beverages, §§ 3-29 – 3-37

ARTICLE I. IN GENERAL

Sec. 3-1. Location restrictions.

(a) It shall be unlawful for any person to conduct an alcoholic an alcoholic beverage business within five hundred (500) feet of a public playground or a building used exclusively as a church or synagogue, public library, or school, except a school for business education conducted as a business college.

(b) If the area affected by this section is undeveloped and there are no sidewalks, the measurement of the distance set forth in subsection (a) hereof shall be in a straight line from nearest point to nearest point of property lines. In developed areas, this distance shall be measured as a person walks using the sidewalk from the nearest point of the property line of the church or synagogue, library, playground or school to the nearest point of the premises to be licensed.

(c) The provisions of this section do not apply to any premises which are maintained as a bona fide hotel, railway car, or fraternal organization, nor to any licensed drugstore which are licensed under state law to sell alcoholic beverages. The provisions of this section shall not apply to any premises which have been licensed to deal in alcoholic beverages prior to the adoption of this section.

(d) Should any property licensed to deal in alcoholic beverages be located within a distance less than that provided for in this section from property which is purchased or acquired after the license was obtained and permit issued for the construction, erection, movement or development of a public

playground, or a building used exclusively as a church or synagogue, public library or school, except a school for business education conducted as a business college or school, such subsequent purchase or acquisition shall not be grounds for the revocations, withholding, denial or refusal to renew the license on said premises.

(e) Any person violating the provisions of this section shall be punished by a fine of not more than two hundred fifty dollars (\$250.00) or imprisonment in the parish jail for not more than thirty (30) days, or both, at the discretion of the court. Each day's conduct of a beverage business in violation of this section shall constitute a separate offense and/or violation thereof. (Code 1970, §§ 3-6 – 3-9; Ord. No. 83-12-10, § VI 12-19-83)

State law references – Location restrictions, R.S. 26:80, 26:280; general statutory maximum for penalty for ordinance violations, R.S. 33:1243.

Sec. 3-2 Approval of location by department of planning and zoning.

On application to the department of planning and zoning, applicants for permits for establishments which will dispense alcoholic beverages shall be informed by the department that their location will not allow the issuance of a license to sell alcoholic beverages, if such is the case. (Ord. No. 83-12-10, § VII, 12-19-83)

Editor's note – Ord. No. 83-12-10, adopted Dec. 19, 1983, did not specifically amend this Code; hence inclusion of § VII as § 3-2 was at the discretion of the editor.

Cross reference – Zoning, App. A.

INTRODUCED BY: ALBERT D. LAQUE, PARISH PRESIDENT

(Department of Planning & Zoning)

ORDINANCE NO. 01-5-20

An ordinance to amend the St. Charles Parish Code of Ordinances of 1981, Appendix A, to modify the landscape and greenspace regulations for commercial development.

WHEREAS, the Zoning Ordinance stipulates that a minimum of 10% of commercial development sites unoccupied by structures will be designated for landscaping and open space; and,

WHEREAS, the Zoning Ordinance does not stipulate where on new commercial development sites the landscaping and open space shall be designated; and,

WHEREAS, a 10% minimum without a stipulated ratio or mandated location for landscaping provides little incentive for creating an aesthetically pleasing front view of new commercial development sites; and,

WHEREAS, increasing the minimum required landscaping and open space to 15%, and requiring a majority of the landscaping to be in front of commercial development sites will create a more enforceable landscape and open space requirement; and,

WHEREAS, the commercial corridors of St. Charles Parish will become more aesthetically pleasing as new commercial development increases.

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That the St. Charles Parish Code of Ordinances, Appendix A, Section VIII Appendix B-3 is hereby amended by removing the section entitled “**Landscape Requirements**”.

SECTION II. That the St. Charles Parish Code of Ordinances, Appendix A, Section VIII. Is hereby amended by changing the Section title from “Parking and loading requirements” to “**Parking, loading and landscape requirements.**”

SECTION III. That the St. Charles Parish Code of Ordinances, Appendix A, Section VIII. is hereby amended by adding the following subsection:

D. Landscape and Open Space Requirements.

(1) General Requirements for Commercial Development:

- a. A minimum of 15% of the site, unoccupied by a structure, shall be designated for landscaping and open space.
- b. A minimum of 66% of this required open space shall be landscaped, maintained and located in the front yard and required parking areas around the structure(s).
- c. Before any Commercial Building Permit can be issued, these areas shall be designed and submitted to the Department of Planning and Zoning for review and approval.
- d. Before any Final Certificate of Zoning Compliance can be issued on a commercial structure, the required and approved landscaping shall be installed and inspected for compliance with this ordinance.
- e. Additional landscaping and/or buffering requirements specified in other sections of this ordinance shall not serve to satisfy the landscape requirements of this section except in cases where the location of the required landscaping and/or buffering satisfies both requirements.
- f. The landscape requirements of this section shall not serve to satisfy additional landscaping and/or buffering requirements specified in other sections of this ordinance except in cases where the location of the required landscaping and/or buffering satisfies both requirements.

To: Applicants for Building Permits and/or Changes in Use and Occupancy

**From: Karen Howat, R.S.
Sanitarian Parish Manager
Department of Health and Hospitals/Office of Public Health
St. Charles Parish Environmental Health
107 C Maryland Drive, Luling, LA 70070
985-785-1029 Fax-985-785-9243**

Please be aware that the Louisiana State Plumbing Code, 2000 Edition states:

Section 407.2.2 (page 23) “every building and each subdivision thereof intended for public use shall be provided with facilities in accordance with this chapter. Required facilities shall be directly accessible to the public through direct openings or corridors from the area or areas they intend to serve. Required facilities shall be free and designated by legible signs for each sex. Pay facilities may be installed when in excess of the required minimum facilities.

What this means is that the toilet rooms must be accessible to the customers **DIRECTLY** from the customer area without walking through preparation areas, kitchens, storage areas, warehouses....etc.

Therefore, when building a strip shopping center, it is advisable that the toilet rooms **not** be placed in the rear of the facility.